



State of Wisconsin • DEPARTMENT OF REVENUE
DIVISION OF STATE AND LOCAL FINANCE

BUREAU OF PROPERTY TAX
PO Box 8971
Mail Stop 6-97
Madison, WI 53708-8971
Fax (608) 264-6897

April 14, 2006

RE: Tax Incremental Finance District(s) [TID(s)]

Dear Municipal Clerk:

Enclosed is a form and instruction for you to report year 2005 data needed to determine the current equalized value of your Tax Incremental District(s) [TID(s)]. The required certification form is due **May 15th, 2006**. A separate form is required for each TID.

It is extremely important that this form be completed and returned to me on or before **May 15th** at the address listed below. Please refer to the instructions for help in completion. This form is also available on the Internet at www.dor.state.wi.us (Department of Revenue's home page). It is listed under Government, Tax Incremental Financing Information, 2006 Municipal Clerks TID Subsequent Year Packet.

The Statement of Assessment (PE-615A) is due as soon as possible after your municipal 2006 Board of Review (BOR). It should be sent to the Supervisor of Equalization for your county. This information is used to establish the district's current value.

If a termination resolution has been passed, the municipality and DOR must agree on a date by which the city shall submit final accounting agreement form - **PE-223** (see copy included) needs to be submitted. This form must be signed by the DOR and the municipality. It is also available on the DOR website. We have an electronic process required for the accounting transmittal.

A separate mailing was sent to your local assessor on March 31, 2006. It included instructions and forms for the assessor to report current assessed values of property within the TID(s). The assessor's forms should be completed and returned to the appropriate Equalization District Office prior to the 2nd Monday in June. **THERE ARE NO EXTENSIONS.** If a timely report is not received, the Department will use the previous year's non-manufacturing certified equalized value. As a result, any additions or corrections will be lost for that year and no statutory adjustments will be made. **If any TID parcels are changed due to Board of Review, please make sure that your assessor submits an updated assessor's final report to the Equalization District Office.** You may want to work with the assessor to make sure those changes have been submitted.

FAILURE TO MEET DEADLINES MAY MEAN YOUR MUNICIPALITY WILL NOT BE ELIGIBLE TO RECEIVE A TAX INCREMENT THIS YEAR.

Please contact us or your area Supervisor of Equalization if you have questions concerning this information. For assistance e-mail tif@dor.state.wi.us or phone Susan Plakus (608) 261-5335 or myself (608) 266-5708.

Thank you for your help,

Judie Gibbon
Tax Incremental Financing Coordinator
PO Box 8971, MS 6-97
Madison, WI 53708-8971

**CLERK'S INSTRUCTIONS
FOR
TAX INCREMENTAL DISTRICT (TID)
Tax Increment Certification**

Each year the municipality must submit Tax Incremental District information to the Department of Revenue. The clerk is responsible for completion and submittal of the Tax Increment Certification form (PE-209).

MAILING INSTRUCTIONS: Mail the TID increment certification form by May 15th, 2006 to:

Tax Incremental Financing, Mail Stop 6-97, PO Box 8971, Madison, WI 53708-8971 or fax (608) 264-6897

Mail the Statement of Assessment form PE-615A as soon as possible after BOR to your **district supervisor listed below**.

The municipal clerk should verify that your assessor submitted an updated assessor's final report to the Equalization District Office listed below if any TID parcels are changed due to Board of Review.

District Supervisor	Counties of service
Fond du Lac Office (75) Douglas Milius 845 South Main, Suite 140 Fond du Lac, WI 54935-6155 Phone: (920) 920-2972 Fax: (920) 929-7202 E-mail: eqfld@dor.state.wi.us	Calumet, Fond du Lac, Green Lake, Manitowoc, Marquette, Ozaukee, Sheboygan, Washington, Waushara, Winnebago
Madison Office (76) Vacant PO Box 8909, MS 3-424 Madison, WI 53708-8909 Phone: (608) 266-8184 Fax: (608) 267-1355 E-mail: eqlmsn@dor.state.wi.us	Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk, Vernon, Walworth
Milwaukee Office (77) James Murphy 819 North 6th St., Room 530 Milwaukee, WI 53203-1682 Phone: (414) 227-4455 Fax: (414) 227-4071 E-mail: eqlmke@dor.state.wi.us	Kenosha, Milwaukee, Racine, Waukesha
Eau Claire Office (79) Thomas Janssen 707 South Barstow Eau Claire, WI 54701-3894 Phone: (715) 836-2866 Fax: (715) 836-6690 E-mail: eqleau@dor.state.wi.us	Barron, Bayfield, Buffalo, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Jackson, LaCrosse, Monroe, Pepin, Pierce, Polk, Rusk, St. Croix, Sawyer, Trempealeau, Washburn
Wausau Office (80) Albert Romporti 710 3rd Street Wausau, WI 54403-4700 Phone: (715) 849-9746 Fax: (715) 848-1033 E-mail: eqlwau@dor.state.wi.us	Adams, Ashland, Clark, Iron, Juneau, Langlade, Lincoln, Marathon, Oneida, Portage, Price, Taylor, Vilas, Wood
Green Bay Office (81) Mary Gawryleski 200 N. Jefferson St., Suite 525 Green Bay, WI 54301-5100 Phone: (920) 448-5196 Fax: (920) 448-5207 E-mail: eqlgrb@dor.state.wi.us	Brown, Door, Florence, Forest, Kewaunee, Marinette, Menominee, Oconto, Outagamie, Shawano, Waupaca

***You need to complete a separate form for each TID.
If you need more forms call or print them from the Internet at www.dor.state.wi.us under
Forms, Government, Tax Incremental Financing.***